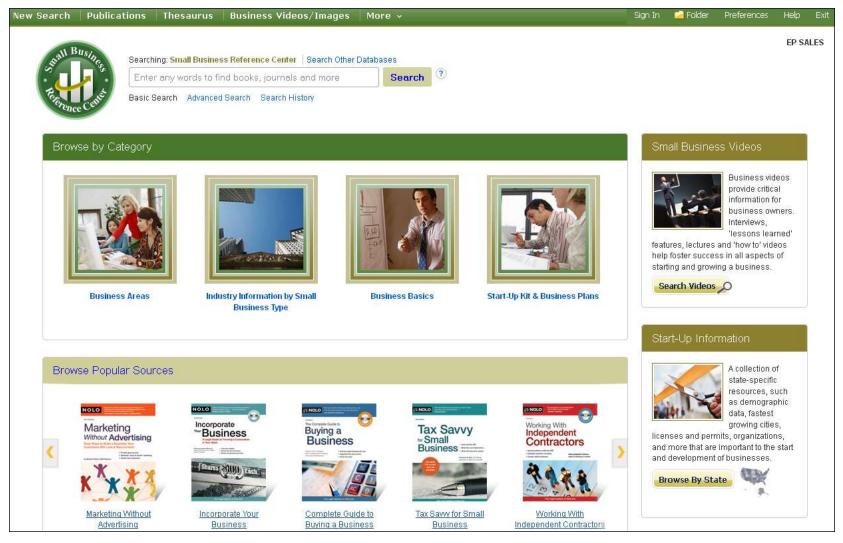


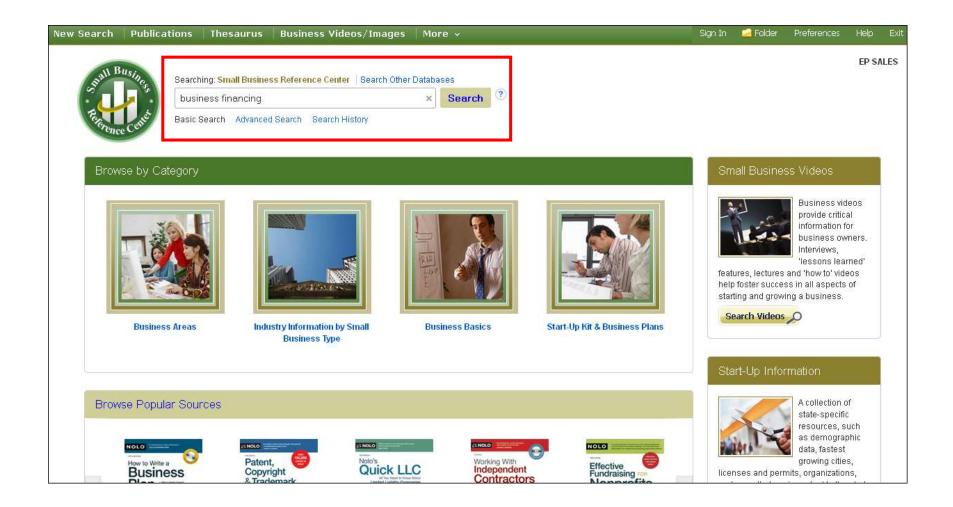
Tutorial

Small Business Reference Center



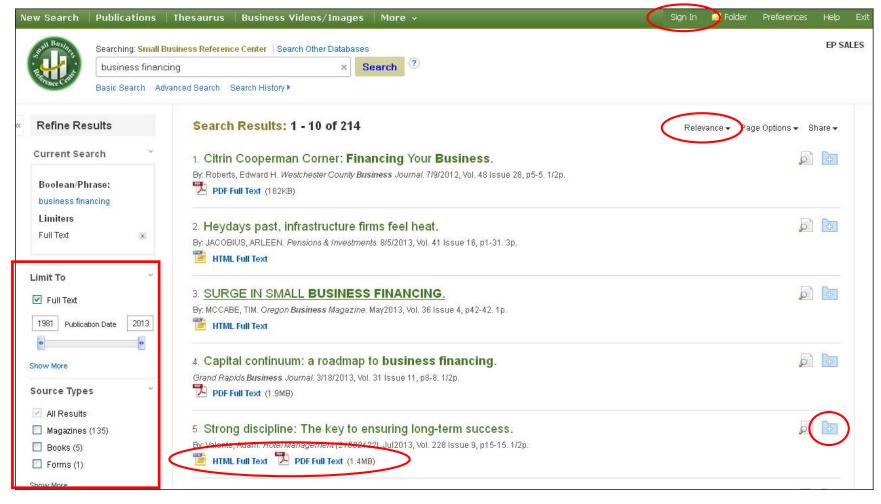


Welcome to EBSCO's *Small Business Reference Center* tutorial. *Small Business Reference Center* provides full-text content on a variety of small business and entrepreneurial topics such as starting a business, marketing your services, and managing employees. In addition, a collection of business videos features interviews, "lessons learned," and lectures to help business owners achieve success. In this tutorial, we will look at how to run a basic search and browse by category.



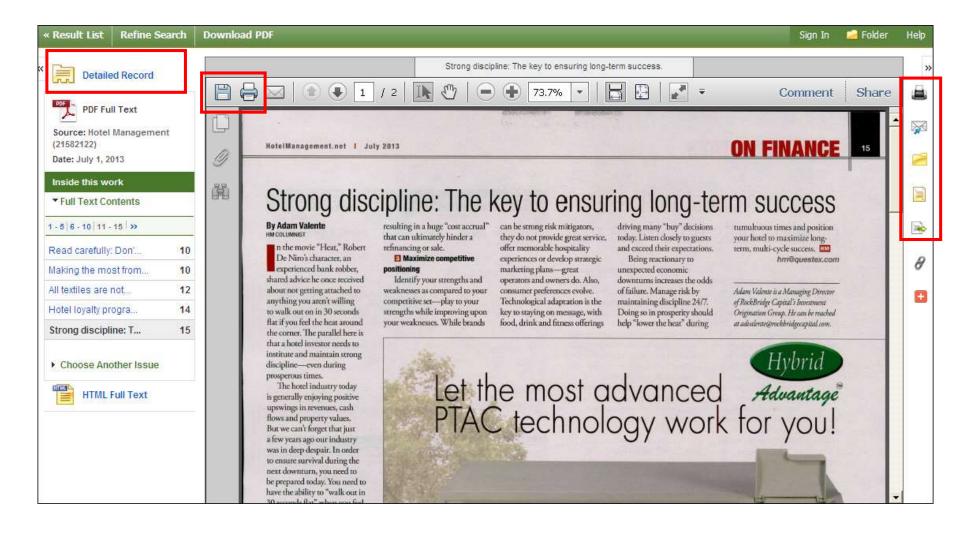
We'll begin by conducting a basic search from the home screen.

Enter your terms in the **Find** field and click **Search**.



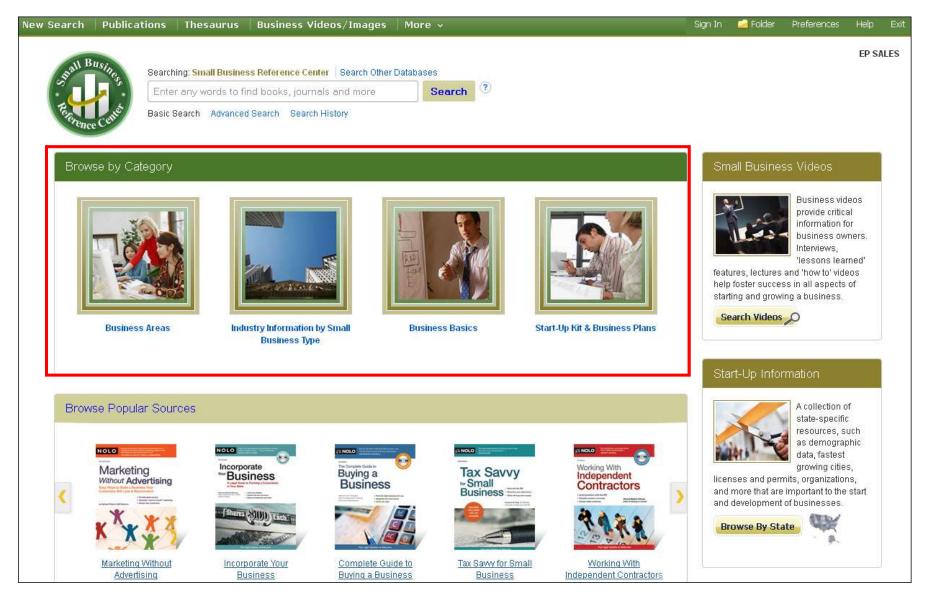
By default, your search results will appear in order of relevance, but you can also sort articles by source, author, or date. You can also refine your results using the limiters in the left-hand column. Click on a **Full Text** link to view the full text article, or click the title to view details about the article. Don't have time to read it now? **Sign In** to your personal account and click the **Add to Folder** link to save the article to your personal folder.

If at any time you wish to return to the home page, click the product logo.



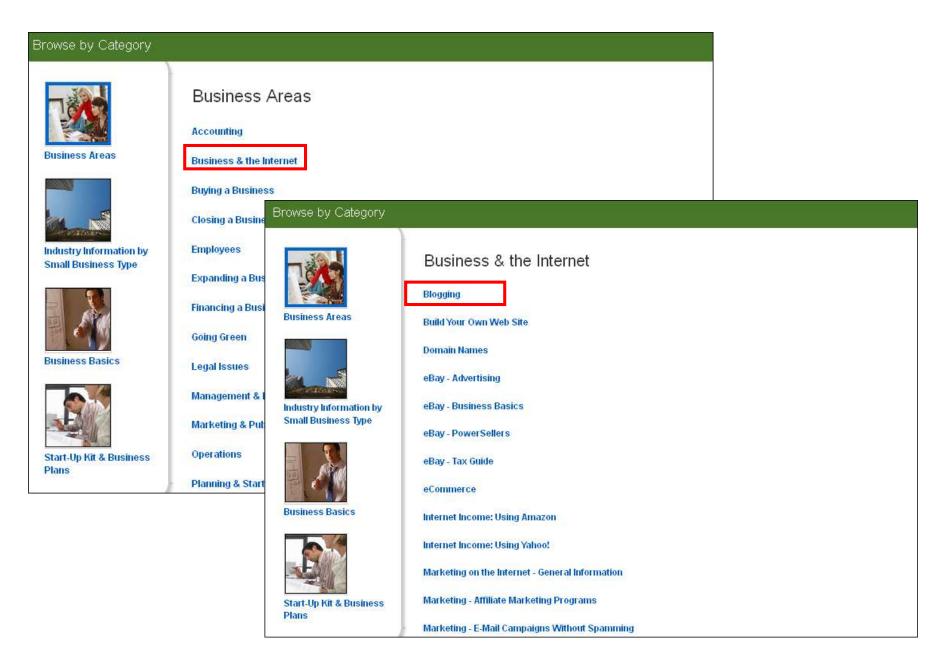
PDF full text displays in the PDF Full Text Viewer. From this screen, you can **Print, E-mail, Cite, Export,** or **Add** the result to your **Folder** by clicking the corresponding icons under the Tools menu on the right. You can print or save the article to your computer by using the icons found in the Adobe Reader toolbar.

To see citation and summary information for the article, click **Detailed Record**.

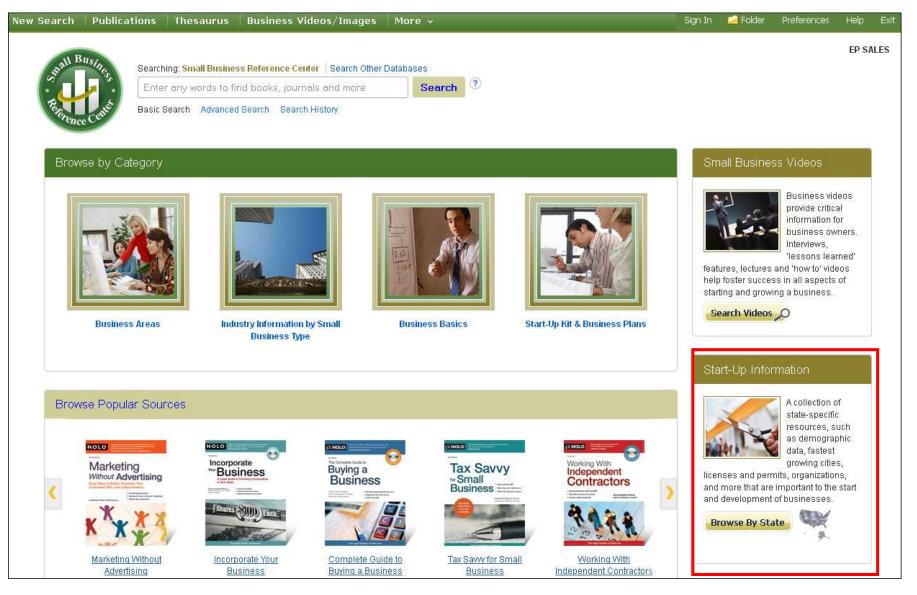


From the home screen, you can also **Browse by Category**, **Browse Popular Sources**, or browse **Start-up Information** by state. You can also search the **Small Business Videos** database.

Let's begin by browsing the **Business Areas** category.

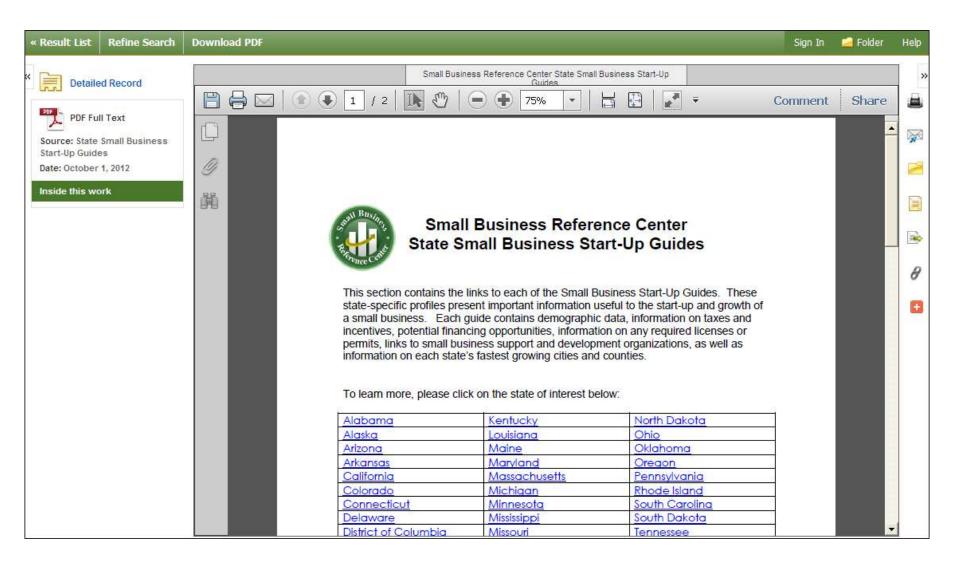


Next, click through the list of topics and sub-topics until a result list is displayed.

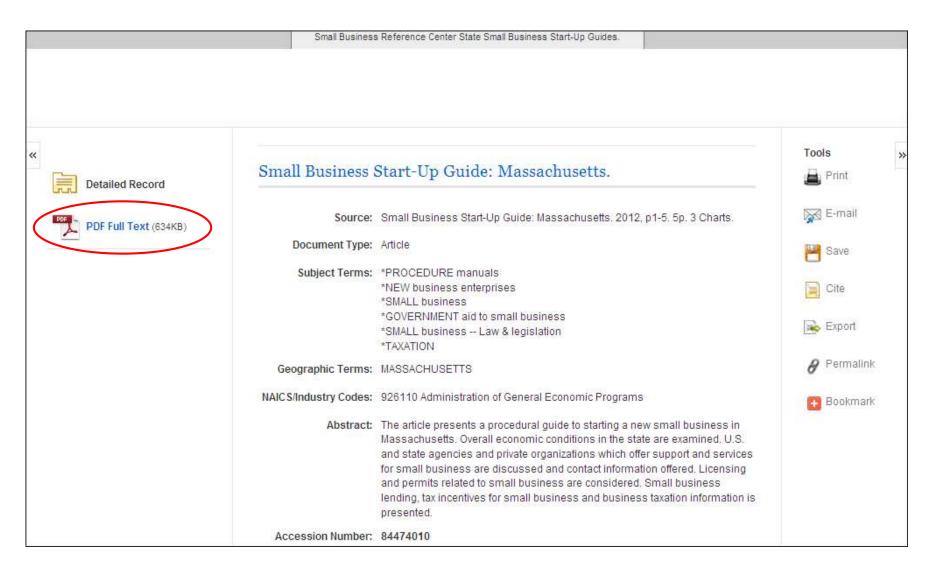


Small Business Reference Center also offers access to small business start-up guides for each state.

To begin, click the **Browse By State** button in the **Start-Up Information** area.

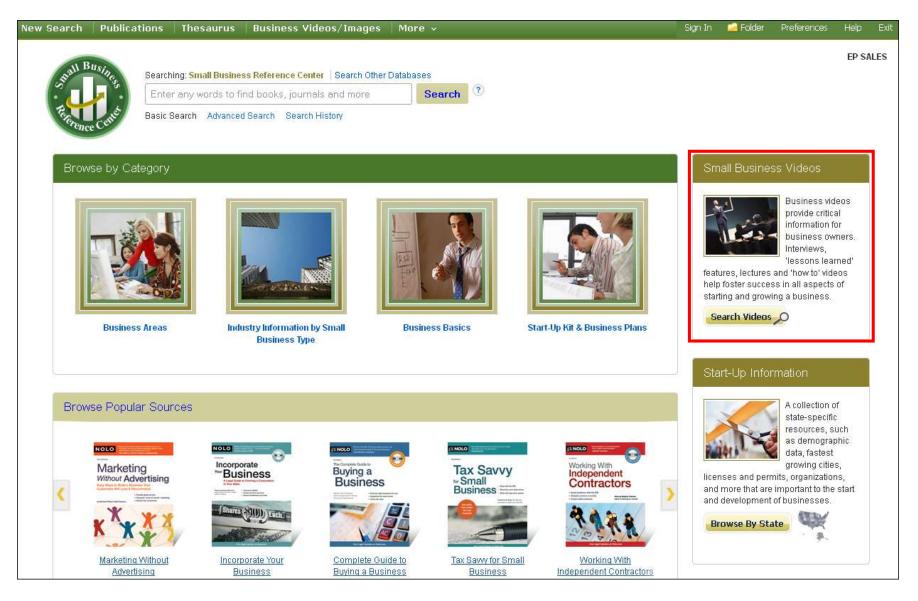


The list of states is displayed in the PDF Full Text Viewer. Click on a state name.

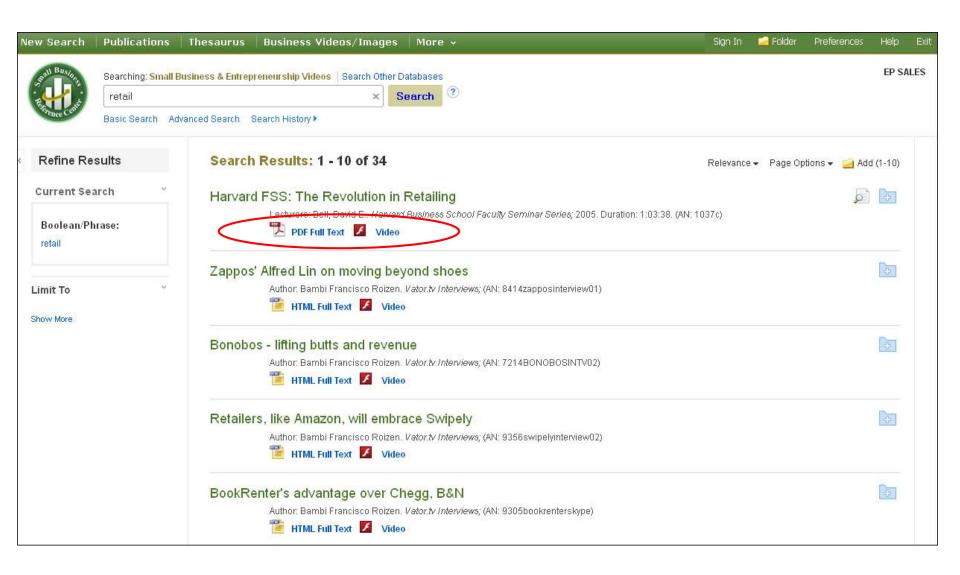


The Detailed Record of the Small Business Start-Up guide for your chosen state is displayed.

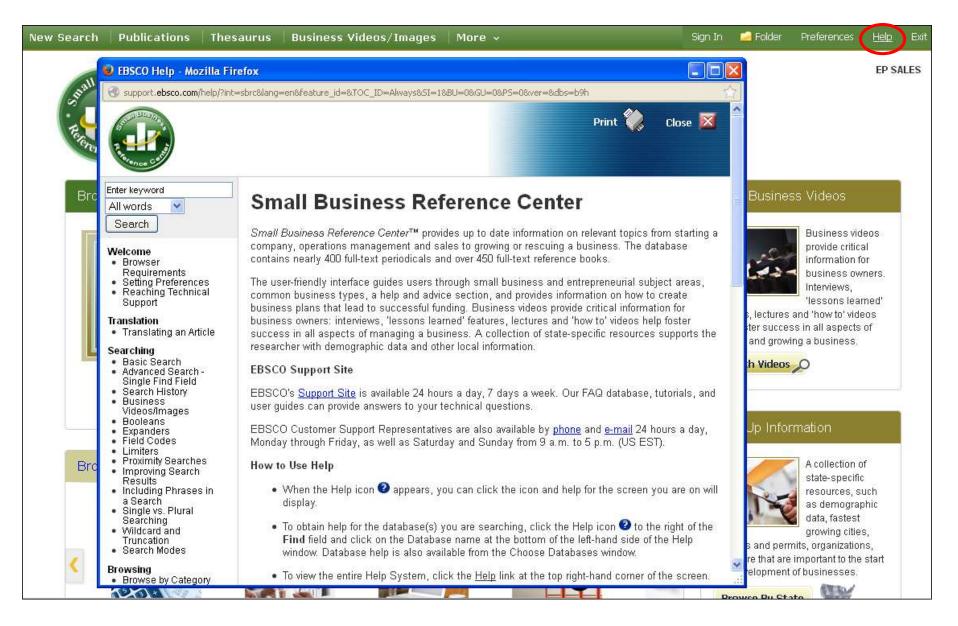
Click **PDF Full Text** to read the complete article.



Finally, Small Business Reference Center lets you search for "how-to" videos from the Harvard Business School Faculty Seminar Series as well as Vator TV. To search Small Business videos, click on the Search Videos link in the Small Business Videos area.



Enter your search terms and click **Search**. A result list of videos is displayed. Click on the **Video** link to view the Flash video. Click on a PDF or HTML full text link to read a transcript of Harvard Business videos or a summary of Vator.tv interviews.



To view the complete online Help system, click the **Help** link at the top right of the *Small Business Reference Center* home screen.



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